



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN

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Minutes of the Policy & Personnel Committee Meeting held on Tuesday 18th June 2013 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Jordan Ness, Jonathan Rich (Vice-Chair), David Walker, John Whittock (Chair)
Cllrs. Andrew Fraser and Karen Walker were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively, providing them with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session

No members of the public were present at the meeting.

Being a newly formed Committee, Cllr. Andrew Fraser, in his capacity as Chair of Full Council, acted as Chair of the Committee until item P&P002. Cllr. Andrew Fraser welcomed everybody to the meeting and expressed his enthusiasm in the role and responsibilities of the Policy & Personnel Committee.

Minute Ref.	Agenda Item	Action
P&P001 – 18/06/2013	Apologies for Absence Apologies were received from Cllr. John Bailey who was away visiting relatives. His apologies were approved and accepted.	
P&P002 – 18/06/2013	Election of Chair and Vice-Chair Cllr. Andrew Fraser advised that one written and signed nomination for the position of Chair had been received from Cllr. John Whittock. As no further nominations were received it was unanimously agreed to elect Cllr. John Whittock as the Chair. Cllr. John Whittock was congratulated and he took over the position, he went on to advise that one written and signed nomination for the position of Vice-Chair had been received from Cllr. Jonathan Rich. As no further nominations were received it was unanimously agreed to elect Cllr. Jonathan Rich as the Vice-Chair. He was congratulated by the other Councillors.	
P&P003 – 18/06/2013	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
P&P004 – 18/06/2013	Items for Urgent Report No items were raised.	
P&P005 – 18/06/2013	Personnel Sub-Committee It was resolved to appoint a Personnel Sub-Committee to work with the Clerk under the previously agreed Terms of Reference and Delegations. Cllrs. John Bailey, Calvin Bird and Karen Walker were duly elected to this Sub-Committee. In order for the Sub-Committee meetings to be quorate all three members would need to be in attendance; discussions were therefore held regarding substitutions, for which, the present Standing Orders state 7-days notice must be provided. It was agreed that further consideration of substitutions be given during the review of Standing Orders.	Clerk Clerk

**P&P006 –
18/06/2013**

Parish Council Policies

A list of current Parish Council policies, along with suggestions of those not yet written/adopted was provided as part of the pre-reading (shown below).

Policy	Written	Adopted
Advisory Panel	September 2012	C327 – 18/12/2012
Code of Conduct		C252 – 23/10/2012
Communications	Mar-May 2013	
Employment (incl. disciplinary and grievance)	Clerk undertaken initial steps in preparation for work with Personnel Sub-Committee	
Formal Complaints (External)	Used NALC Model	C424 – 23/04/2013
Freedom of Information/Data Protection	In Process	Original policy adopted on 25/11/2002 and new model publication on 24/11/2008
Governance		C022 – 28/05/2013
Health & Safety		
Internal Disputes		C302 – 20/11/2012
Risk		C300 – 20/11/2012
Standing Orders incl. Financial Regulations	In Process	C090 - 28/11/2011 and various amendments
Weed Control		C275 – 30/10/2012

Cllr. Andrew Fraser pointed out that within the Governance Policy further strategies are referred to but not yet written and so it was agreed the following should also be included in the list:

- Inclusiveness and participation policy
- Environment, amenities and services policy
- Commercial policy

No definite plan of action was agreed with establishing the un-written policies. However it was identified that some of them could be passed to the relevant Committee to write them and refer back to the Policy & Personnel Committee for approval. It was also suggested that the Health & Safety Policy be person specific and so would cover the whole parish rather than just the Beacon Hall. It was agreed to focus on this for an update at the next meeting.

The following list of proposed amendments to the Annual Governance Cycle were considered and agreed:

- Renew insurance policy (move from May to October due to additional 6 months provided under the recent renewal in May)
- Away day (move from September to July to allow August to be used by the Parish Office for investigation on results and obtaining quotations)
- Planning and costing-out of next year's capital projects (move from October, to August, Sept & October in line with away day above)
- Annual report publish (add in June as Council year does not finish until May and accounts will also be signed off)

Clerk

Clerk

Clerk

**P&P007 –
18/06/2013**

Data Protection Procedures & Freedom of Information

The Clerk provided an update regarding the Council's current policies relating to Freedom of Information and Data Protection. Also possible changes to the publication register and how Councillors' correspondence is impacted. It was agreed for the Clerk to continue with her investigations and to report back at the next meeting.

Clerk

	<p>spend of the S106 money due from the Wellow Lane development.</p> <p>A draft agenda had been circulated which was agreed by all present. The date of Saturday 13th July 2013 and the location of the Beacon Hall were also agreed. It was noted that a lunch would be provided; the catering arrangements of which were discussed and it was agreed for Cllr. Karen Walker to work with the Parish Office and a £50 budget, excluding drinks, was agreed. Drinks left over from the Annual Parish Meeting would be utilised. It was acknowledged this cost would be applied to the Meeting Room Expenses Account Number and although this account number was already over-budget, the total within the relevant Centre Code budget still had funds available, and the Clerk has sufficient authority to spend so long as costs are kept within budget for the Centre Codes.</p>	<p>Clerk</p> <p>KW & Clerk</p>
<p>P&P012 – 18/06/2013</p>	<p>Democracy and Scrutiny</p> <p>Prior to the meeting, Cllr. John Whittock had submitted a proposal to the Policy & Personnel Committee to consider appointing an Advisory Panel or Sub-Committee to look into the democratic procedures now being used to co-ordinate the workings between Committees and/or Full Council and to check whether that system would stand up to scrutiny. The pre-reading document provided further details with particular reference to whether extra office staff or hours were required. The matter was discussed at length, including the suggestion of having two members of staff at some meetings for an interim period, to allow one to write the minutes and the other to advise/take actions. It was ultimately decided for the Personnel Sub-Committee to undertake discussions with the Clerk, particularly with regards to democratic procedures and the number of extra hours required. The original proposal was subsequently amended and agreed as: <i>“The Policy & Personnel Committee appoints the Personnel Sub-Committee to look into the democratic procedures now being used to coordinate the working between committees and/or full Council and to check whether that system would stand up to scrutiny - if challenged.”</i></p>	<p>JB, CB, KW & Clerk</p>
<p>P&P013 – 18/06/2013</p>	<p>Councillor & Staff Training</p> <p>The Clerk summarised the pre-reading document which provided information on general good-councillor training, Chairmanship skills, and a request from Cllr. Karen Walker to undertake a food hygiene certificate.</p> <p>Cllr. Andrew Fraser suggested that some form of protocol for training should be put together and be used for the coming six months as a basis for a training policy. In the meantime it was agreed for the good Councillor training to be offered to all 17 Parish Councillors as several are new Councillors and all members could benefit from a refresher. The clerk to email out to all to obtain available dates.</p> <p>Cllr. Andrew Fraser stated he would be interested in the Chairmanship training. It was agreed for Cllr. Karen Walker to undertake a food hygiene certificate and it was suggested that the Clerk or a member of staff also do so. The Clerk to liaise with Cllr. Karen Walker to action.</p> <p>It was also agreed for the Clerk to purchase the latest 9th edition of the <i>Arnold-Baker on Local Council Administration</i> and to purchase 18 copies of the new 4th edition of the Good Councillors Guide.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>P&P014 – 18/06/2013</p>	<p>Date & Time of Next Meeting</p> <p>The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 30th July at 7pm at the Beacon Hall. Cllr. Jonathan Rich provided his apologies for this meeting in advance.</p>	<p>Clerk</p>

The meeting closed at 8.47pm

Signed..... Date.....